



Minutes NV IT Operations Committee (NITOC)

DATE	December 11, 2003
TIME	1:30 PM
LOCATION	Kinkead Conference Room, Carson City
RECORDER	Maggie Thorne

ATTENDANCE

Chair Name	Present	Co-Chair Name	Present
Terry Savage, Chair E-Gov	✓	Bob Beers, Co-Chair E-Gov	
Mike Hillerby, Chair, Strategic Plan		Perry Comeaux, Co-Chair, Strategic Plan	
Kathy Ryan, Chair, ITPOC	✓	Roberta Roth, Co-Chair, ITPOC	✓
Chuck Connor, Chair, IT Workforce		Janice Rhodes, Co-Chair, IT Workforce	
Vacant, Chair, Tech. Standards & Architecture		Dave McTeer, Co-Chair, Tech. Standards & Architecture	✓
Teri J. Mark, Chair, NERC	✓	Vacant, Co-Chair NERC	
Alan Rogers, Chair Justice IT Integration	✓	Vacant, Co-Chair Justice IT Integration	
Randy Potts, Chair, Security	✓	Jerry Beauchamp, Co-Chair, Security	✓

Other attendees

Name	Name
Alisanne Maffei, DoIT	John Turcich, DPS

CALL TO ORDER

Terry Savage called the meeting to order at 1:30 pm

REVIEW OF MINUTES AND AGENDA CHANGES

A MOTION WAS MADE BY DAVE MCTEER AND TO APPROVE THE MINUTES FROM THE NOVEMBER 13 MEETING. MOTION CARRIED.

CHAIRMAN REPORT

Terry discussed the following items:

- Tax project progressing well. Good people on board.
- MMIS Steering Committee met yesterday. Core functionality of the system works, but the tables need to be revised. A few problems with health care providers not turning in quality forms. Should have final closure of the project in March. Anticipate 4-8 weeks to clean up minor problems, but payments are being made and running smoothly.
- On the Radio Communications front, a technical meeting was held on December 10 comprised of more than half from the federal government, and the others from Clark County, LV, NDOT and DoIT. The Feds are very interested in NV's infrastructure and there are sites they want to utilize – so they are willing to pay rent far in advance. This is a golden opportunity venture and the Feds commented that NV has their act together better than other states.
- He spoke on IT before the National Defense University – had a blast.

DECISIONS¹

Item No.	Decision
1.	A revision of PSP 5.01 (C) Personal Computer Software Acquisitions and Upgrades Standard was reviewed and discussed. <u>A MOTION WAS MADE BY DAVE MCTEER AND SECONDED BY JERRY BEAUCHAMP TO APPROVE THE STANDARD WITH MINOR REVISIONS. MOTION CARRIED</u>
2.	A revision of PSP 5.02 (C) Microcomputer Hardware Acquisitions Standard was reviewed and discussed. <u>A MOTION WAS MADE BY RANDY POTTS AND SECONDED BY DAVE MCTEER TO APPROVE THE STANDARD WITH MINOR MODIFICATIONS. MOTION CARRIED.</u>
3.	A revision of PSP 4.04 (C) Personal Security was reviewed and discussed. <u>A MOTION WAS MADE BY ALAN ROGERS AND SECONDED BY TERI MARK TO APPROVE THE STANDARD WITH MINOR REVISIONS. MOTION CARRIED</u>

AGENDA ITEMS

1.	NITOC Restructuring Discussion was held on the need to annually review NITOC Committees, making recommendations to Add, Merge or Delete Committees. Kathy Ryan said that by March the Technical Standards and Architecture Committee would become active. It was agreed to include the existing NV Communications Steering Committee as part of NITOC. Terry would announce who the representative of that Committee would be after he had a chance to get acceptance.
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COMMITTEE REPORTS

1.	IT Project Oversight – Kathy Ryan indicated that the Committee continues to meet monthly and are currently overseeing 10 projects.
2	NERC – Teri Mark reported all is going well and that their next meeting (February) they will have a presentation on Security and electronic records.
3	IT Work Force – Kathy Ryan reported for Chuck Connor that the Committee is actively working on getting an ISM3 position approved. Alan commented that the difference between DP Manager and IS Manager is that a DP Mgr is responsible for a full-service DP operations where an ISM is responsible for a major program/project. The ISM position will be brought before the Personnel Commission on December 19 th and Terry asked members of NITOC to be there to support the IT Workforce Committee's efforts. Terry asked Kathy to send a draft of the classification to all NITOC members.
4.	Justice IT Integration – Alan Rogers reported that no progress has happened – he is still waiting on his (acting) director to responded.
5	Strategic Planning – Alisanne Maffei distributed a report of the Committees activities to the NITOC members. The Committee met in December and will be meeting again on January 7. Perry Comeaux has officially accepted the position of Co-Chair of the Committee.
6	Tech Standards & Architecture – Inactive through March 2004
7.	Security – Randy Potts reported that the Committee has reestablished its work groups. He mentioned that LCB has adopted NITOC PSPs as their sole reference point when conducting audits of agencies. PSP 4.62 is going to be revised and a new policy written to address wireless. Agriculture is the first department to submit their paperwork electing their ISO, who is Chris Mason.

¹ *Decision:* Reaching a conclusion... particularly in response to a course of action.

ACTION ITEMS²

Item	Opened	Description	Assigned	Due	Closed
9.	7/11/02	Draft inter-committee working relationship policy statement.	Terry Savage	Sometime Soon	
10	12/11/03	Discuss BDRs at next scheduled meeting.	Agenda	2/5/03	
11	12/11/03	Resurrect unclassified proposal (BDR) and send to NITOC members for review	Kathy Ryan	ASAP	
12	12/11/03	Add discussion on QA oversight function to agenda	Agenda	2/5/03	
13.	12/11/03	ITPOC to send Monthly report on project status to Governor's Office	Kathy Ryan	1/1/04	

OTHER ISSUES

None

ADJOURNMENT

The meeting was adjourned at 3:05 PM... Next meeting scheduled for February 5, 2004.

² *Action Item*: A commitment to complete an action or an assignment.